

## Hiring Process Update

In order to make the interviewing and hiring process more efficient and to achieve a diverse applicant pool HR has updated the procedures.

### **Hiring Process Timeline:**

1. PRC approves the position
2. Position is posted in Neogov
3. Chief Diversity & Inclusion Officer and Mayor's Chief of Staff is notified that the PRC has approved the position and that it is posted
  - a. If the position is in an underutilized department according to the EOA Utilization Analysis, the Chief Diversity Officer will provide the department head and the Assistant HR Director with a Utilization Compliance Referral Form (see example below)
  - b. If the department is not underutilized the referral form will not be issued
4. During the posting period,
  - a. The Chief Diversity Officer will recruit candidates to apply for positions
    - i. Utilizing local resources, flyers, word of mouth, recruiting events, etc.
  - b. The Chief Diversity Officer will have access to all applicants as they apply through Neogov
5. Upon advertisement closing date,
  - a. The HR Generalist will refer over all qualified applicants
    - i. The Chief Diversity Officer can request for additional applicants to be referred over through the Assistant HR Director
  - b. Departments will notify the Chief Diversity Officer and Assistant HR Director of selected interviewees
    - i. Chief Diversity Officer will verify diversity within the interview pool and notify departments and copy the Assistant HR Director within 48 hours with additional suggested candidates for interviews
    - ii. All suggested candidates must meet the minimum requirements of the position
    - iii. If any suggested candidates decline the interview, departments will notify HR
  - c. The Assistant HR Director will notify the Mayor's Chief of Staff with the full list of interviewees
  - d. The Chief Diversity Officer has the option to participate in any interviews, as he/she sees fit
6. Once a candidate is selected to be hired, departments will notify the HR Generalist & Assistant HR Director
  - a. The Chief Diversity Officer and Mayor's Chief of Staff will be notified of the hire from the Assistant HR Director
    - i. The Chief Diversity Officer and the Mayor's Chief of Staff has 24 hours to notify the HR & LR Director of any concerns regarding the new hire
  - b. HR has a 48 hour turnaround time to send approved offers to departments



# Memorandum

**To:** [Department Head or Hiring Manager]

**From:** Talia Gee, Chief Diversity & Inclusion Officer

**Data:** 1/3/2019

**Re:** Utilization Compliance Referral Form

---

Your recent request to fill for the position of \_\_\_\_\_ has been approved by the Personnel Review Committee. As part of the hiring process, the Human Resource Department has reviewed your organizational demographics to ensure their alignment with the City's Affirmative Action Plan for employment and the current fiscal year diversity goals for your department. As you know, the City is committed to the philosophy of equal employment opportunity.

Therefore, a good faith effort must be made to fill this position in a manner which will help bring your department into compliance with the City's stated objectives. I will be working aggressively and closely with you to recruit a pool of qualified applicants that will help assist you in this endeavor.

The applications and resumes are available to you on the Neogov website. Upon review of the candidates, please notify myself and Caitlyn Julius of the desired interview applicant list. I will review your selections and notify you of our recommendations regarding your selected candidates.

Again, thank you for your commitment to this important initiative. If you need any assistance, please feel free to contact me at [tgee@springfieldcityhall.com](mailto:tgee@springfieldcityhall.com) or 413-886-5119.